



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON  
Allan O'Shea  
VICE-CHAIRPERSON  
Edward Haik

Ken Hilliard  
Ervin Kowalski  
Jim Krolczyk  
Glenn Lottie  
Carl Rutske

CLERK

Marilyn Kliber  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231) 398-3500

## WAYS & MEANS COMMITTEE REPORT

Tuesday, November 9, 2010  
9:00 A.M.

Courthouse and Government Center  
Board of Commissioner's Room

Members Present: Ervin Kowalski, Chairperson; Glenn Lottie; and Jim Krolczyk

Others Present: Thomas Kaminski, County Controller/Administrator; Russell A. Pomeroy, County Treasurer; Jerry Peterson, Manistee Co. Road Commission Manager; Mark DiBenedetto, Manistee Co. Drain Commissioner; Roger Elbers, Equalization Director; Ken Grabowski, Manistee News Advocate; and Jeri Lyn Prielipp, Finance Assistant/Recording Secretary

The meeting was called to order at 9:00 A.M.

### ITEMS REQUIRING BOARD ACTION

Jeri Lyn Prielipp, Finance Assistant, presented the Committee with Claiming Summaries for October 19, 2010 through November 9, 2010, and a summary of the On-Demand checks for their review and approval. Totals are as follows:

101 General Fund	\$194,979.55
201 County Road Fund	0.00
215 Friend of the Court Fund	0.00
216 Department Contingency Fund	0.00
218 Elections Fund	539.00
225 Recycling Fund	2,899.40
230 County Employee Training Fund	0.00
234 Judicial Technology Fund	0.00
235 District Court Services Fund	3,208.10
236 Maintenance of Effort Fund	0.00
241 JAWS of Life Fund	62.78
242 Bear Lake Improvement Fund	0.00
243 Brownfield Redevelopment Authority Fund	0.00
244 Brownfield Redevelopment - Joslin Cove	0.00
245 Public Improvement Fund	0.00
246 Township Improvement Revolving Fund	0.00
251 Capital Improvement Fund	316.54
252 Tax Refund Fund	0.00
253 Remonumentation Fund	0.00
254 Medical Care Depreciation Fund	0.00
255 Brownfield Site Assessment Fund	0.00

256 Register of Deeds Automation Fund	0.00
257 Budget Stabilization Fund	0.00
258 Mounted Search and Rescue	0.00
259 Legal Defense Fund	0.00
260 Health Insurance Fund	141,516.51
261 9-1-1 Service Fund	0.00
262 Dive Equipment Fund	0.00
263 Sheriff's Office Forfeited Assets Fund	0.00
264 Family Counseling Services Fund	0.00
265 Juvenile Drug Court Fund	0.00
266 Law Enforcement Training Fund	480.00
267 Friends of Animal Control Fund	0.00
268 Homeland Security Grant Fund	0.00
269 Law Library Fund	2,378.66
271 County Library Fund	0.00
272 County Library Trust Fund	0.00
273 Computer Technology Fund	12,536.57
274 Drug Testing - District Court Fund	0.00
275 Dial-A-Ride Fund	0.00
276 Forestry Fund	0.00
277 Air Photo Fund	0.00
278 LEPC Grant Fund	0.00
279 Economic Development - Housing Fund	3,504.60
280 MSHDA Grant Fund	0.00
281 Law Enforcement Technology Fund	25,194.00
282 EDO CDBG Grant Fund	0.00
283 F.I.A. Benzie County	0.00
284 Community Corrections Fund	227.06
285 Drunk Driving Case Flow Fund	0.00
286 Juvenile Intervention Fund	328.64
287 JABGN Grant Fund	0.00
288 Sheriff Dog Census Fund	0.00
290 Department of Human Services Fund	0.00
292 Child Care Fund	605.97
293 Soldiers & Sailors Relief Fund	431.39
294 Veterans Trust Fund	0.00
295 Airport Authority Fund	25,526.80
296 Juvenile Justice Fund	0.00
297 Compensated Services Fund	0.00
298 County Employee Separation Fund	0.00
299 Unemployment Fund	0.00
356 Fair Board Debt Fund	0.00
360 9-1-1 Expansion Construction Fund	0.00
361 Jail Expansion Construction Fund	285,102.60
362 Jail Building Bond	0.00
368 Library Loan Fund	0.00
369 Building Authority Debt Fund	0.00

370 County Road Building Debt Fund	0.00
461 Building Authority Construction Fund	0.00
462 County Road Construction Fund	0.00
512 Medical Care Facility Fund	0.00
603 Vehicle Fund	0.00
606 Tax Revolving Fund	0.00
609 Tax Revolving Fund	0.00
620 Tax Revolving - State Sales	179.06
701 Trust and Agency Fund	578.12
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Total	\$ 700,595.35
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On Demand Checks Total	\$ 0.00
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**Mr. Lottie recommended that the bills be accepted in the amount of \$706,595.35 and that the same be placed on file. No alternative recommendation was proposed.**

The Committee considered approving the payment of unused accumulated vacation hours to Carol Gilliland, the former Manistee County Housing Program Administrator, who retired from County employment effective October 31, 2010.

**Mr. Kowalski recommended approving the payment of unused accumulated vacation hours to Carol Gilliland in the amount of \$1,199.08. No alternative recommendation was proposed. (APPENDIX A)**

Mr. Kaminski reported that due to the computers being down last week, he and Mr. Pomeroy are not prepared for the Committee to make recommendations on closing out the FY 2009/10 financial statements. Therefore, the Committee decided that the next Ways & Means Committee meeting will be moved up one week to December 7, 2010 at 9:00 a.m. to accomplish this task. Since the Board does not meet until December 21, 2010, there was a recommendation by the Committee to request the following:

**Recommendation to give the Ways & Means Committee power to act in closing out year-end 2009/10 financial statements. No alternative recommendation was proposed.**

#### **ITEMS NOT REQUIRING BOARD ACTION:**

Mr. Kaminski announced that he had invited Jerry Peterson and Mark DiBenedetto to attend today's meeting to participate in discussions and to give an overview with regard to the Kettle Hole drain. As a preview, Mr. Kaminski explained that the Manistee County Road Commission has petitioned the Drain Commissioner to make the Kettle Hole drain (which was formerly a drain of the Department of Transportation) a County drain. Mr. Peterson explained that when MDOT moved M-55, they shifted the

direction of a creek so that now the water flows through a large concrete culvert under M-55 and down the east edge of Kettle Hole Road for about a 1/2 mile and then makes a direct 90 degree turn back to the west. The Road Commission has established the Kettle Hole Drain as a County drain and the County Drain Commissioner is in the process of creating a special assessment district that encompasses the 65 property owners who live along the drain, as well as Manistee County and Stronach Township. Mr. Kaminski wanted the Board to be aware that this is now an established County drain and to warn them that they may be getting complaints if a special assessment district is created. The entire project cost could run anywhere from \$30,000 to \$100,000, depending upon how much the Road Commission and MDOT contributes toward the project.

Mr. Kaminski explained that after being petitioned by the Road Commission, by statute the Drain Commissioner is then required to appoint a Board of Determination (Ruth Skiera, Mary Kay St. John & Rick Schrock), and that Board met and has determined that the project is necessary. The period for filing an appeal to the Board of Determination has expired. The next step is to solicit bids for the engineering. There is then a day of review to look at the assessments and to file a complaint, if warranted. This entire process is provided for in the Drain Code.

Mr. Kaminski announced that at this month's Technology Committee meeting, Gordon McLellan will debrief everyone on the computer problems experienced throughout the courthouse over the week of November 1-5, 2010, following the electrical power outage that occurred on October 26, 2010.

Mr. Kaminski is hopeful that by the December 7<sup>th</sup> Ways & Means Committee meeting, he will be bringing the O.P.E.B. actuarial study up for discussion and action. The Personnel Committee will first need to act on the policy changes.

Mr. Kaminski reported that over the next couple of months, he will be bringing before the Ways & Means Committee the issue of parcel fee charges to the municipalities.

Mr. Kaminski announced that he, Allan O'Shea, Sue Wagner, and representatives from the City of Manistee and the Economic Development Office recently met to discuss an opportunity with the Manistee Biomass Energy Corporation. He explained that the Fireglow company and the wood pellet company have merged and are seeking backing/funding for a multi-million dollar project. In the future they may be looking for County approval of a renewable energy renaissance zone in Manistee County.

Mr. Kaminski reported that effective October 31, 2010, the Housing Program Administrator position that was previously held by Carol Gilliland was moved to the County Controller/Administrator's Office and Jeri Lyn Prielipp will be taking on the duties as Manistee County Housing Program Administrator, in addition to performing her regular duties as the County Finance Assistant. Ms. Prielipp will be attending classes/training and also MSHDA has hired Pat Marshall from Roscommon County to train Ms. Prielipp to administer the grant that run the home improvement program.

The Committee discussed the voting procedure and the appointment a member to the Department of Human Services Board and they discussed the County Board of Commissioners' policies and procedures.

There being no further business to come before the Committee, the meeting adjourned at 10:20 A.M.

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Ervin Kowalski, Chairperson

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Glenn Lottie, Commissioner

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Jim Krolczyk, Commissioner

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APPENDIX A

OFFICE OF  
CONTROLLER/  
ADMINISTRATOR  
231-398-3500 • Fax 231-723-1795  
www.manisteecountymi.gov

## MEMORANDUM

TO: Manistee County Board of Commissioners

FROM: Karen M. Molby, Personnel Officer/Administrative Assistant *KMM*

DATE: November 5, 2010

RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

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Employee Name: Carol Gilliland  
Department: Housing Program  
Employee #: 1105  
Hourly Rate: \$19.34  
Retirement Date: October 31, 2010

2010 Unused Vacation Hours:	29.0
2011 Earned Vacation Hours:	33.0
2010 Unused Accumulated Sick Hours:	0.0
2010 Unused Personal Day Hours:	0.0

2010 Unused Vacation Payment:	\$560.86
2011 Earned Vacation Payment:	\$638.22
2010 Unused Sick Time Payment:	\$0.00
2010 Unused Personal Day Payment:	\$0.00

2010 Unused Cleaning Allowance Due County:	\$0.00
2010 Shift Differential Due Employee:	\$0.00

Total Amount Due:	<u>\$1,199.08</u>
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Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners on Wednesday, November 17, 2010.

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B. Allan O'Shea, County Board Chairperson